



## **Project Meeting Minutes**

**Thursday May 27, 2010, 3:00PM to 3:40PM**

TransCore Teleconference:  
1-800-266-7915  
Code: 382506

### Attendees:

Adam Humphrey, MoDOT District 8  
Rick Zygowicz, TransCore  
Amy Worzella, TransCore (Minutes)

### Invited but could not attend:

Roger Lile, City of Springfield  
Blake Hansen, TransCore

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## **1-Project Status**

- Progress on Current Tasks – Rick Zygowicz placed all the current documents on the work space site. Adam completed the stakeholder information sheets and completed the revisions for the concept of operations (a teleconference with Rick was used to answer questions about the concept of operations document). The draft Project/System Deployment Inventory was submitted to Adam this week for review.
- Review Action Items From Last Meeting (5/13/2010) –
  - **Completed:** Rick Zygowicz will send Adam Humphrey a link to the National Architecture Turbo software.
  - **Completed:** Rick Zygowicz will send Adam the 2004 Springfield Architecture file for review.
  - **Completed:** Rick Zygowicz will distribute the minutes to the group.
  - **Pending:** Adam Humphrey will send Rick Zygowicz the STIP document, and any other documents and plans that should be included in the system deployment inventory.
  - **Completed:** Adam Humphrey will contact the stakeholders to obtain the most recent contact information and documents pertaining to the system deployment inventory.

## **2-Project Discussions**

- Stakeholder Discussion – Adam indicated that 95% of the stakeholders have been interviewed. There may be 1-3 more stakeholders added before the project is complete. Rick will assemble the stakeholder information into one document for distribution.

- Regional Concept Discussion – Rick will incorporate the comments on the document and distribute the document.
- Project/System Inventory Discussion – Adam will send Rick the STIP and TIP ITS sections from the main documents. Adam will also send a link to the complete STIP documents. Adam indicated that the planning department is revising the STIP per new City and State budgets, so the ITS section may change in the upcoming months. Phases 1 and 2 are in the current budget, but the other phases are not funded yet. Rick will incorporate the STIP ITS sections into the Project/System inventory document.

### **3-Upcoming Tasks**

- Review and Comment on Existing Deliverables - MoDOT – The Stakeholder Inventory, Regional Concept of Operations, and Project/System Deployment Inventory documents should be reviewed by MoDOT and other interested parties by June 3, 2010.
- Functional Requirements Listing: TransCore will begin work on the Functional Requirements document with a delivery date of June 9, 2010. The document will build on market packages and add projects to the existing architecture. This document should include projects that may happen in the next 5 years, even if the funding does not exist now.

### **4-Next Steps**

- Next Meeting: The next meeting will be Thursday June 3, 2010 at 3PM CST. A confirmation email will be sent out by Rick Zygowicz.
- Action Items:
  - Rick Zygowicz will verify Adam Humphrey was emailed a link to the National Architecture Turbo software.
  - Rick Zygowicz will distribute the minutes to the group.
  - Rick Zygowicz will send Adam an example “Agreements Inventory Form”.
  - Adam Humphrey will send Rick Zygowicz the STIP documents (related to ITS projects) and a link to the entire files which are online.
  - TransCore will begin work on the Functional Requirements Document.